FOUNDATION

The team starts to connect the project with a way of working. They create expectations, goals, and norms.

At a Foundation, we

Outline the background of the project, clarify our roles and responsibilities, and identify needs and concerns.

CHECK-IN

AGENDA

1. PROJECT DEFINITION
   Backstory + Customer value + Goals and deliverables
2. THE TEAM
   Team template + Team map
3. WORK CULTURE
   Work values + Team rules
4. PLAN YOUR JOURNEY
   Stinky fish + Project timeline

SESSION RULES

🔕 No distractions.

👂 Listen actively, but without interruption. Let people know you're listening and offer validation.

😇 Avoid interrupting or correcting each other. This is a step in building a space safe for sharing.

⏰ Be aware of the time for each activity.

📝 Don't try to solve everything. Bring things up, but if there isn't time to cover something, put it in the parking lot.

🔎 Findings must be prioritized and result in actions

1. PROJECT DEFINITION

Backstory + Customer values +
Goals and deliverables

30 MINS

Project background

Why is our organisation doing this project/work? Why now?

GROUP EXERCISE

How do we each connect with the project, on a values level?

TRY TO ANSWER:

Do I connect to the overall project purpose?

If so, how?

What are my personal motivations?

What elements of the project or initiative are aligned with my personal beliefs?

🤔 💬

END-CUSTOMER VALUE

What value do we want to provide to end users or customers?

EXAMPLES

Strategic target: Help parents agree on child support

Specific flow or function: Reduce the time needed to set up an account in our service

✍️ 💬

END-CUSTOMER DELIVERABLES

What are the deliverables that will help us reach that goal?

EXAMPLES

A new app for customers of a bank

4-6 concepts for a future product

A strategic document to support the build of a roadmap to align stakeholders & investors

✍️ 💬

Sample Goals and Deliverables poster

GOALS & DELIVERABLES (END CUSTOMER/USER)

Project name: _____

Project goals

What is our project goal?
How do we know we've succeeded?

- For job seekers to find the right jobs
- To make it easier for job seekers to categorise their selection
- Build a quick and easy service

Project deliverables

What will we deliver to the end customer/user

- A digital web service which is easy to use
- Information in form of videos and text
- Responsive web service

VALUE FOR ORGANISATION

What value or effect do we want to provide for the organisation or business?

EXAMPLES

Get other departments on board and invest in a new plan

Learn new ways of working

Save money by having fewer support calls

Get more investment from customers

✍️ 💬

What deliverables or activities will help us reach that goal?

EXAMPLES

Presentation material showing how we've involved other departments and what the benefits for the business are

Co-creation workshops, stakeholder meetings

Customer insights detailing the use of our services across the company

✍️ 💬

Sample Goals and Deliverables poster

GOALS & DELIVERABLES (ORGANISATION/CLIENT)

Project name: _____

Project goals

What is our project goal?
How do we know we've succeeded?

- Regain trust for the company from the end user
- Save money on less support calls
- To find new ways of working
- More investments from customers

Project deliverables

What will we deliver to the client/organisation

- Zeplin files
  Sketch files
- Co-creation workshops
- Insights and research material

THE TEAMWORK KIT FOUNDATION

DARESAY

2. THE TEAM

Team template + Team map

30 MINS

Sample Team Template

TEAM TEMPLATE

My name: Adrian

My role & project responsibilites

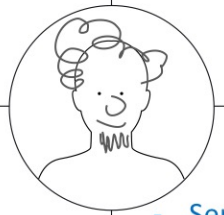
What is the title of your role and what are your primary responsibilities?

UX Lead
- Use appropriate research methods
- Track design process
- Facilitate workshops
- Align teams

My strengths

What skills do you possess that can be helpful to the team?

- User testing and concept validation
- Making client presentations
- Good at networking



My learning goals are:

What do you hope to learn from this project?

To learn more about front-end development

And I will challenge myself by:

What actions would you take to achieve it?

Executing concepts on Framer

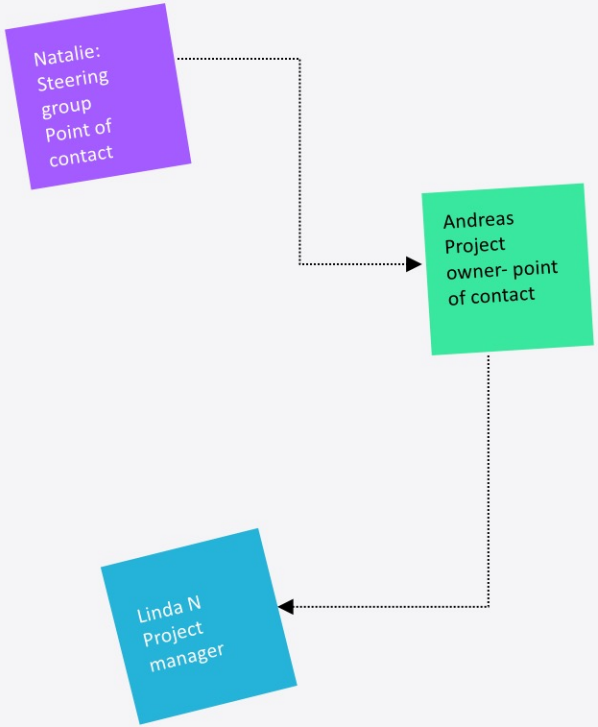
My needs

Work environment, in terms of my role, personal/family etc.

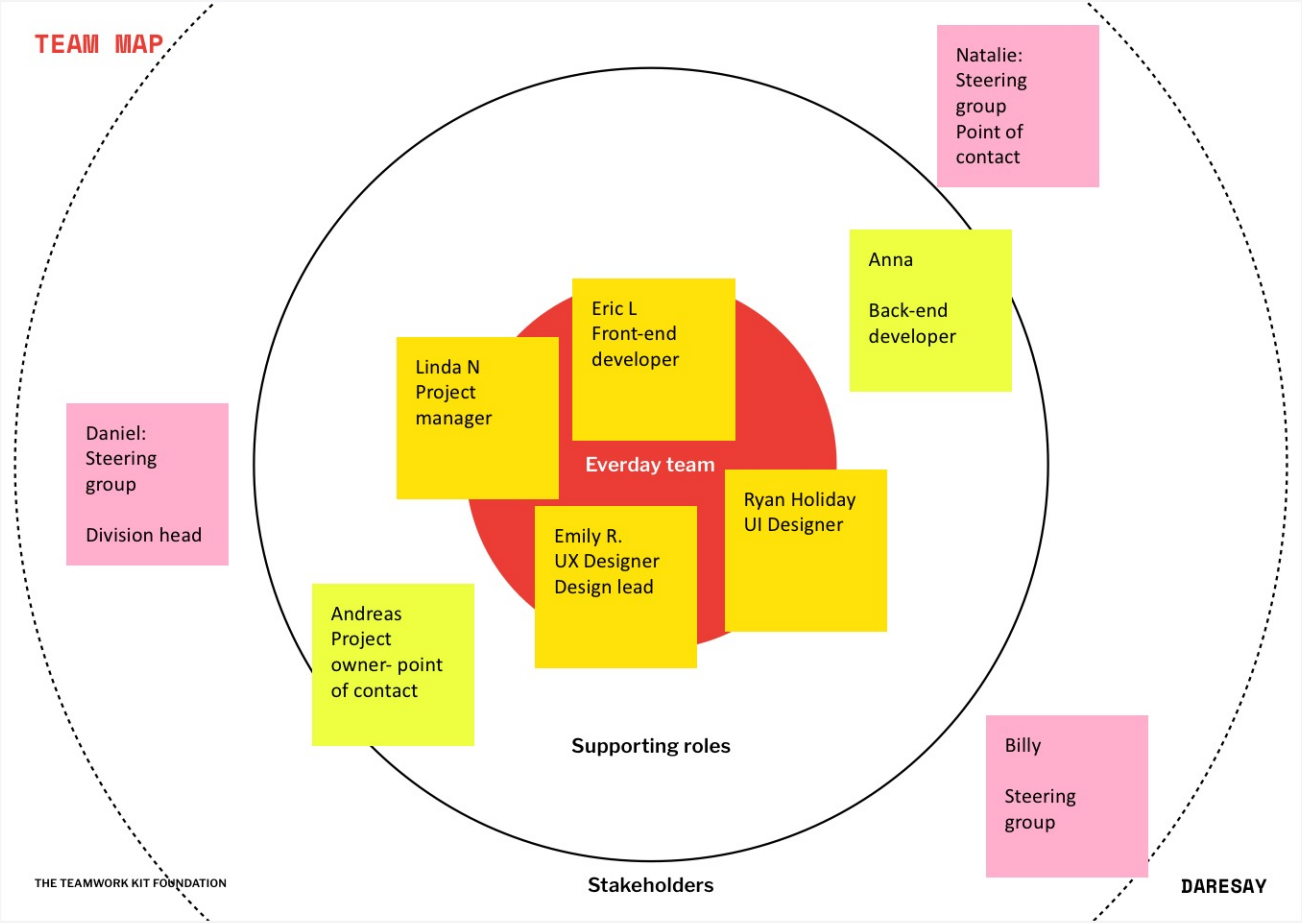
- Separate individual time to work on Framer
- Clear weekly/daily updates
- No meetings before 9:00 and after 15:30 as I have leave to pick up my kid

GROUP EXERCISE

Create a map showing how people connect



Sample Team Map



3.WORK CULTURE

Work values + Team rules

15 MINS

What core values should we have for this project? How can we take actions to fulfil them?

EXAMPLE

Openness and sharing: Invite people for quick feedback on our project and process.
How: Demos and popups on Fridays.

Other values can be: Caring, daring, curious, responsible

✍️ 💬

Sample Values and Rules poster

VALUES & RULES

Project name: _____

Values

What are our values, and how do we live by them?

- Transperancy and openess
- Openess towards your work
- Sharing knowledge
- Teach and learn
- Clear communication
- Respect towards each other's work needs

Rules

Behaviours, routines and collaboration. What do we agree on following?

THE TEAMWORK KIT FOUNDATION

DARESAY

What rules should we create and follow as a team?

EXAMPLE

Schedule meetings only between 9:30 – 15:30

Stand ups everyday at 9:30

Schedule Feedback Fridays

Use Slack to communicate during office hours

✍️ 💬

Sample Values and Rules poster

VALUES & RULES

Project name: _____

Values

What are our values, and how do we live by them?

- Transperancy and openess
- Openess towards your work
- Sharing knowledge
- Teach and learn
- Clear communication
- Respect towards each other's work needs

Rules

Behaviours, routines and collaboration. What do we agree on following?

- Have regular feedback sessions
- Present work to the clients every 2 weeks to keep them updated
- Showcase work at a vernissage
- Meetings only between 9:30 to 15:30
- Presentations to be held in english
- Send project report after every Sprint

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DARESAY

4. PLAN YOUR JOURNEY

Stinky fish + Project timeline

25 MINS

STINKY FISH

What obstacles and risks can we see ahead of us? What concerns do we have?

EXAMPLE

"We don’t have enough frontend developers in order to meet the tight deadline. "

"Me and my team have no clue about the scope of the project. "

" The goals for us and the stakeholders don’t match. "

✍️ 💬

Sample Stinky Fish

STINKY FISH

Project name:

Acknowledge the weaknesses and risks

What obstacles and barriers do we have as a team and in the project?
Things that worry you or individual obstacles that might be a challenge.

- Not enough Front-end developers
- Waterfall method instead of agile
- Misaligned goals with the stakeholders
- Winter vacations
- Unclear scope of the project
- Tight deadline

THE TEAMWORK KIT FOUNDATION

DARESAY

GROUP EXERCISE

How will we integrate the Superteams session into our project timeline?

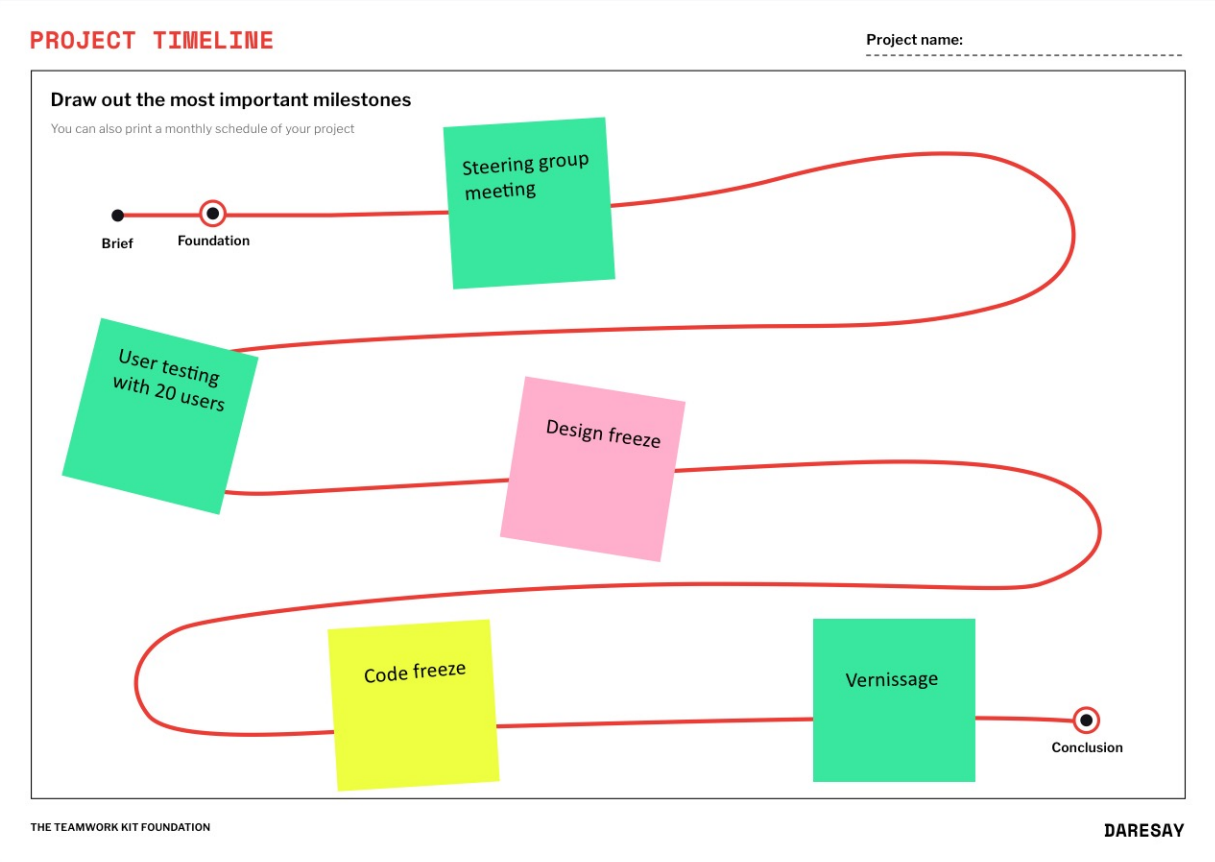
ALIGNMENT
Ex: every 2-3 weeks

FEEDBACK
Ex: every Friday at 10:00

POP-UP
Ex: every 4 weeks or ad-hoc

WEEKLY MEETINGS
Ex: Project lead will schedule and send invites to sessions

Sample Project Timeline



ALL DONE!

Now it’s time to do a short windup with the team
to mark the kickoff of the Superteams work.

DARESAY